

Email Sent to Applicant

From: escertification@energystar.gov
Sent: 2016-04-08T12:43:34.000-04:00
To: lquinn@flatleyco.com,
CC: dbonifacic@wbengineering.com,
Subject: ENERGY STAR Application for Schraffts Center (ID: 4039260)

Dear Linda Quinn:

Thank you for applying for the ENERGY STAR for Schraffts Center (ID: 4039260). We reviewed your application and determined that a revised application is required.

The submitted application is missing a signature from the signatory (the representative of the building owner). The application is also incomplete-the additional fuels and on-site solar and wind energy questions, on page 5 of your application, have been marked as "no". Please note that each box in the Energy Star Application for Certification must be checked as "Yes" (or confirmed via notes filed) to ensure that all data has been verified as accurate and up to date. Your application has been reset to allow you to make edits to your PDF application, then resubmit your application within Portfolio Manager. Please follow the procedure below:

1. **Edit the Completed Application:** Edit the application that was previously completed, scanned, and submitted as follows:
 1. Add the signature for the signatory
 2. Mark each box as "yes" or confirm via the notes field
2. **Access Your Application:** Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application once manual edits are completed.
3. **Submit Application:** In the Your Application Process widget on the right side of the screen, select Submit Application (all other steps should already be marked completed with green check marks). Enter the application tracking number (the same as the previous application) and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Please resubmit your application by May 8, 2016 if you would like this property to be considered for the ENERGY STAR. If you have any questions, please respond to this email.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team

Email Sent to Applicant

From: escertification@energystar.gov
Sent: 2016-04-11T10:19:44.000-04:00
To: lquinn@flatleyco.com,
CC: dbonifacic@wbengineering.com,
Subject: ENERGY STAR Application for Schraffts Center (ID: 4039260)

Dear Linda Quinn:

Thank you for your resubmission for the ENERGY STAR for Schraffts Center (ID: 4039260). It appears as though an error occurred during the submission process, however, and we are unfortunately unable to view your signed and stamped PDF application.

Please re-scan and re-save your application as a PDF, then re-attempt submission by following the steps below:

1. **Access Your Application:** Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application once manual edits are completed.
2. **Submit Application:** In the Your Application Process widget on the right side of the screen, select Submit Application (all other steps should already be marked completed with green check marks). Enter the application tracking number (the same as the previous application) and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Please resubmit your application by May 11, 2016 if you would like this property to be considered for the ENERGY STAR. If you have any questions, please respond to this email.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team

Email Sent to Applicant

From: escertification@energystar.gov
Sent: 2016-04-12T06:20:33.000-04:00
To: lquinn@flatleyco.com,
CC: dbonifacic@wbengineering.com,
Subject: ENERGY STAR Application for Schraffts Center (ID: 4039260)

Dear Linda,

Thank you for resubmitting your application for the ENERGY STAR for Schraffts Center. We are still experiencing issues viewing your uploaded PDF, however. Please follow the instructions in our email below to re-submit one more time. If the resubmission does not work correctly this final time, we will explore alternative submission options. We would recommend attempting resubmission using a different browser than you used last time, as some Portfolio Manager issues are browser-specific. We apologize for the inconvenience.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team
